

REQUEST FOR APPLICATIONS
School Health Coordinator Leadership Institute Application
November 200X – Program Implementation April 2008-August 2012
Applications Due December 7, 2007

Background

School corporations/districts are in a very challenging yet opportune time with budget challenges, academic demands and decrease in students' health. Over the last three decades, overweight has tripled among 2-5 and 12-19 year olds and quadrupled in youth ages 6-11. At present, one in every four high school students is either overweight or at risk for overweight. This is particularly concerning because children are developing chronic diseases, such as hypertension and type 2 diabetes, earlier than ever before. Obesity in childhood also dramatically increases risk of persistence of obesity into adulthood. If students are unhealthy, they are much less likely to achieve the academic standards that we are striving for them to attain. Coordinating efforts within corporations/districts has proven to allow more focus on the health of students.

In April 2003, the first Michiana Coordinated School Leadership was launched with 18 school districts in Michigan and Indiana by the American Cancer Society, Michigan Department of Education, Michigan Department of Community Health, Indiana Department of Education and Indiana Department of Health. Many universities, local health departments and school health professionals provided support and resources to Michiana I. These 18 school districts were provided training, technical assistance, and financial support to assist in implementing a coordinated school health approach. Districts have increased the physical activity, physical education, health education, health care support, grants received to support their coordinated school program plan, and the efficiency of school operations; as well as, sustained health programs. Due to the success of these districts, a Michiana II will begin April 2008.

For more information on coordinated school health, visit <http://www.cdc.gov/HealthyYouth/CSHP/>.

(This application refers to corporations and districts. Indiana refers to their local education agencies as corporations and Michigan refers to them as districts.)

Objectives

The purpose of this grant is to enhance the health of Michigan and Indiana students by planning and implementing Coordinated School Health Programs within school corporations/districts. This will enable grantees to accomplish the following objectives:

- Establish corporation/district level school health councils and school health coordinators.
- Develop and/or enhance and implement policies, systems and environments that pertain to students and staffs' health.
- Demonstrate competency in building organizational capacity (staff, resources and funding) for the promotion of school health programs.

Additional Outcomes

Corporations/districts who have completed this Coordinated School Health Leadership Institute have also reported that they can:

- Demonstrate skills necessary to be an effective advocate for school health programs.
- Demonstrate competencies in the use of multiple strategies that identify and assess program status and evaluation of planned outcomes.
- Demonstrate the ability to teach and motivate others responsible for school health promotion.
- Demonstrate competency in resource development and overall project management.
- Implement coordinated school health action plan.
- Obtain additional funding to support coordinated school health priorities.

Project Requirements

1. Create a corporation/district level Coordinated School Health Council (CSHC)
2. Designate three members of the CSHC to represent the corporation/district at the Michiana Coordinated School Health Institutes. (1) Corporation/District School Health Council Coordinator (2) Corporation/District School Administrator (School Board Member, Superintendent, Assistant Superintendent, Principal, etc.) (3) Corporation/District staff (food service director, physical education teacher, classroom teacher, school nurse, etc.) or Non School Corporation/District Community Representative (Local business owner, hospital employee, Insurance executive, Community leader).
3. Attendance at the Institutes is mandatory of the designated three members. The dates will be determined in advance. Proposed dates:
 - March 2008, Conference Call (no travel)
 - April 28-30, 2008, Indiana
 - August 1-5, 2008, , Michigan
 - February 2-4, 2009, Indiana
 - August 1-5, 2009, Michigan
 - February 2-4, 2010, Indiana
 - August 1-5, 2010, Michigan
 - February 2-4, 2011, Indiana
 - Future calls and brief meetings will be determined after this date.

Travel, lodging, meals and materials for each of the above sessions will be provided free of charge to awarded corporations/districts. Potential sites include: Michigan - Ann Arbor, Grand Rapids, Kalamazoo and Lansing; Indiana – Angola, Ft. Wayne and Indianapolis.

4. Create a corporation/district five-year school health programming vision and mission.
5. Complete a corporation/district wide Healthy School Report Card (HSRC) assessment (<http://shop.ascd.org/productdisplay.cfm?productid=705191>).
6. Create and implement a multi-year corporation/district Healthy School Improvement Plan (HSIP) that will include a defined strategy to employ a full time CSHC coordinator and goals of increasing coordinated school health programming.
7. Assess HSIP progress every six months by completing the HSIP Process Index and Summary Process Index.
8. Develop a CSHC team portfolio with evidence of team progress and success and update bi-annually.
9. Complete homework as assigned between each Institute.

10. Participate every 2 years in the Statewide Youth Risk Behavior Surveillance System (YRBS) (www.cdc.gov/HealthyYouth/yrbs)
11. Complete formative and summative Institute evaluations.
12. Complete a school level building health assessment tool at multiple buildings in years two through four. Specific tools will be determined during the planning phase of Michiana. Tools that will be considered for the building level include: Healthy School Report Card (HSRC) assessment (<http://shop.ascd.org/productdisplay.cfm?productid=705191>), Healthy School Action Tool (www.mihealthtools.org), and School Health Index (<http://apps.nccd.cdc.gov/shi/default.aspx>).

Funding

- Up to 10 Indiana Corporations and 10 Michigan District Coordinated School Health Councils will be awarded into the MICHIANA 2008 Five-Year School Health Leadership Institute. There is no direct funding provided directly to applicants. Participant corporations/districts will be awarded resources and in-kind support totaling more than \$30,000 over the five-year period. The American Cancer Society, Great Lakes Division in collaboration with the Michigan Department of Education, Indiana Department of Education, Michigan Department of Community Health, and Indiana State Department of Health will work with state and national leaders to train the coordinated school health corporation/district council.
- As funding opportunities arise in Michigan and Indiana, the corporations/districts awarded will receive priority funding when eligible.

Date Due

- Applications must be received by December 7, 2007 at 5 p.m. Proposals postmarked by but not received by that date, will NOT be considered.
- Send the application to: Dru Szczerba
Director of Cancer Prevention & Health Care Systems Initiatives
American Cancer Society, Great Lakes Division
18505 W. Twelve Mile Road
Southfield, MI 48076
Dru.Szczerba@cancer.org
248-483-4336

Assistance

- Indiana: For questions regarding this grant, contact Suzanne Crouch, Indiana Department of Education at scrouch@doe.state.in.us or 317-234-0325.
- Michigan: For questions regarding this grant, contact Kyle Guerrant, Michigan Department of Education at guerrantk@michigan.gov or 517/335-0565.

Eligibility

- Indiana school corporations
- Michigan school districts

(Individual school buildings are not eligible.)

Criteria for Selection

- Completed application submitted by completion date.
- Compelling reasons to participate in the Leadership Institute.
- Willingness to complete all project requirements.
- Evidence of Superintendent's 5-year commitment and support.
- Evidence of School Board's 5-year commitment and support.
- Evidence that Coordinated School Health Council will complete project requirements.
- Diverse representation of corporation and district demographics: rural, urban, suburban, percent of students qualifying for free and reduced price school meals, and the number of students attending the applicants' school corporation/district.

Notification and Acceptance

- Notification to school corporations/districts will be made by Friday, February 1, 2008.
- Acceptance from the school corporations/districts must be received by Friday, February 15, 2008. If acceptance is not received, alternate school corporations/districts will be offered grant opportunities.

**MICHIANA II COORDINATED SCHOOL HEALTH INSTITUTE
GRANT APPLICATION 2007**

The proposal should be prepared with concise language including the information following in this application. The proposal should be double-spaced with a 12-point font and 1-inch margins. Total length of the proposal must not exceed 10 pages. Letters of support and the corporation/district Local Wellness Policy do not count toward the page limit and may be placed in the appendix; however, all other key materials must be in the proposal.

Applicant Information

10 Points

- Name of Coordinated School Health Council Grant Coordinator
- Name of District Corporation
- Title/Position of Grant Coordinator
- Address, City, State and Zip Code
- Telephone (Area Code)
- Fax Number
- Email Address
- The Grant coordinated would like to be contacted in the summer at ____Home ____ School ____ Other (include address, telephone and email if you would like to be contacted at a location other than the school).

Coordinated School Health Designees and Team Members

20 Points

Report your proposed coordinated school health team by representative area (listed below) and indicate who will be the three designees to attend the Institute. (Refer to Project Requirements for guidance on choosing those individuals.)

Representative area: Administration, Health Education, Physical Education, Health Services, Nutrition Services, School Counseling/Psychological/Social Services, Health School Environment, Staff Health Promotion, Family/Community, and/or Student.

Corporation/district Demographics and Need

95 Points

Reach:

(10 Points)

- Total Number of Students in the corporation/district
- Number of School Buildings in corporation/district

District percentages for the following:

(10 Points)

- Students eligible for free and reduced price meals
- Black (not Hispanic)
- White (not Hispanic)
- Asian or Pacific Islander
- American Indian or Alaskan Native
- Hispanic or Latino

Indication of need:**(15 Points)**

- Type of District: Urban, Rural or Suburban
- Number of absences corporation/district wide due to illness during the 2006-2007 school year.
- Adequate Yearly Progress (by corporation/district or schools).
- Number of students within the corporation/district expelled during the 2006-2007 school year.
- Percentage of students within the corporation/district enrolled in special education during the 2006-2007 school year.

District Commitment and Need**(40 Points)**

Describe the following:

1. Describe coordinated school health and identify key target areas.
2. Share the corporation/district's vision for coordinated school health.
3. Identify the corporation/district's most urgent health need.
4. How will the Institute help the corporation/district meet the need identified in Question 3.
5. Identify the strengths that the corporation/district would bring to this effort.
6. What is the corporation/district's greatest accomplishment in school health.
7. What is the corporation/district's greatest barrier in school health.

Letters of support and understanding**(20 Points)**

1. Attach letters from the three Coordinated School Health Council designees (coordinator, administrator, and corporation/district staff or community representative). Each letter should contain the following:
 - Commitment to all of the project requirements.
 - Understanding of 5-year commitment and role.
 - Support and approval for entire team to attend all Institutes.
 - Support for full implementation of Healthy School Improvement Plan.
2. Attach letters of support from the corporation/district superintendent and a school board member (unless covered in 1. above). Each letter should contain the following:
 - Commitment to all of the project requirements.
 - Understanding of 5-year commitment and role.
 - Support and approval for entire team to attend all Institutes.
 - Support for full implementation of Healthy School Improvement Plan.
3. Attach additional letters of support from key community partners and supporting organizations indicating your need for the Michiana Coordinated School Health Leadership Institute, successes accomplished and/or indication of future successes in school health programming.

Corporation/District Local Wellness Policy**10 Points**

Attach a current copy of your corporation/district Local Wellness Policy.